

COPS MORE Civilian Grant Status Survey

This survey reflects a snapshot of your department as of February 21, 2000. All responses should reflect only the hired civilians working for your department on this day. Please answer only one survey for each grant program depending on its status. Answer every question and return to the Grant Monitoring Division by April 28, 2000. Your prompt response is appreciated. Please refer to the following tips sheets to assist you with the MORE civilian survey: Tips for Calculating and Tracking COPS MORE Redeployment, Redeployment Tracking Plan Q & A, and Retention Planning Tool Kit.

MORE '96, Civilian (CIV)

ORI _____

1) Please provide the number of COPS MORE 96 CIV positions/FTE's awarded. *(This information can be found on the fax cover sheet)*

Positions

FTEs

*(FTE: Full Time Equivalent)

2) As of February 21, 2000, how many civilian position(s) have been filled/hired? *(If 0, go to questions 3 and 3a then 12)*

3) If all of the awarded civilians have not been hired, what date do you anticipate beginning the hiring process?

(If some civilians are hired, include date for when you anticipate additional hiring)

Month

Year

3a) When do you anticipate completing the hiring of all civilian personnel awarded under COPS MORE '96?

Month

Year

4) Has officer redeployment begun?
(See Redeployment Fact Sheet)

Yes

No

4a) If no, when **do you expect to begin** redeployment?

Month

Year

4b) If yes, when **did you begin** redeployment?

Month

Year

4c) When do you anticipate reaching full redeployment?

- *full redeployment occurs when you have met the required level of redeployment listed on your COPS MORE '96 award page and have spent your grant funds. (See What Is Redeployment Fact Sheet)*

Month

Year

*Please go to <http://www.usdoj.gov/cops> for copies of all COPS Fact Sheets and for assistance in understanding retention, redeployment and COPS Count. You will also find copies of the survey, if you did not receive all of your pages.

4d) When did you reach full redeployment? Month Year

5) Has the hiring of civilians resulted in 1 to 1 redeployment? That is, has 1 officer been re-deployed for each civilian hired through this grant? Yes No
(If yes go to #7)

6) If question 5 is no, how many hours or minutes are saved by one officer due to the civilian(s) hired through this grant?
Per... (Choose only one)

Day Week Month Shift

6a) What are the average total hours the task(s) took sworn officer(s) BEFORE COPS MORE '96?

6b) What are the average total hours the task(s) now takes the civilian(s) AFTER COPS MORE '96?

6c) What is the total hours saved? (If more than one civilian, please calculate for each civilian and sum the total)

7) How many officers actually save this amount of time?

8) Using the answers from questions 5 and 6, how many FTEs (Full Time Equivalents) have been redeployed as of February 21st as a result of the civilians hired under this grant?
(See Redeployment Tips Sheet)

9) What method is used by your agency for tracking redeployment time-savings? (Check all that apply) *(Tracking redeployment is a requirement of your grant, see Redeployment Tracking Plan Q&A)*

- ☐ One-to-one replacement of sworn officers
- ☐ Supervisor's report
- ☐ Sworn officer's report (daily log, estimates)
- ☐ Automated system
- ☐ Documented changes in average task time for sworn officers (timed tests, etc.)
- ☐ Estimates of time savings
- ☐ Not tracking redeployment
- ☐ Other(specify) _____

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10) Do you anticipate any problems in fulfilling your required level of redeployment?

Yes

No

☐☐

If yes, briefly explain:

11) Which of the following community policing activities have the officer(s) been redeployed into?

11a) Problem Solving

- ☐ Identifying crime problems with members of the community or other government agency (i.e. surveys, meetings)
- ☐ Identifying crime problems by looking at crime trends (i.e. data analysis, crime mapping)
- ☐ Officers engage in formal problem-solving strategies (i.e. SARA)
- ☐ Preventing crime by focusing on conditions that lead to crime (i.e. code enforcement, CPTED)
- ☐ Building on information systems to enhance crime analysis capabilities (i.e. CAD, GIS, RMS)
- ☐ Other problem solving activities (Specify)

11b) Community Partnerships

- ☐ Use of volunteers (i.e. report taking, patrol checks, office work)
- ☐ Locating office or stations within neighborhoods (i.e. substations, storefronts)
- ☐ Providing community policing training to citizens (i.e. citizen's academy, ride along programs)
- ☐ Meeting with community members to learn about specific problems (i.e. neighborhood organizations, business groups, and advisory committees)
- ☐ Police participation in community organization working groups and/or special programs for schools and other interest groups which enhance crime prevention (DARE, GREAT, TRIAD, SRO)
- ☐ Other community partnership activities (Specify) _____

11c) Organizational Commitment

- ☐ Agency has a strategic plan that includes community policing (i.e. 1 year, 5 year)
- ☐ Performance review process includes an assessment of the officer's community policing skills
- ☐ Community policing principles found in mission and value statements, policy and procedure manuals, public materials, and public presentations
- ☐ Community policing training is on going and department-wide
- ☐ Organizational changes as a part of a transformation to community policing (i.e. differential response, civilianization, decentralization, flattening the organization)
- ☐ Other organizational commitment activities (Specify) _____

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Retention Information

12) Do you have a plan currently in place to sustain the redeployment resulting from civilian personnel after the grant funding has expired?
(Retention is a requirement of your MORE grant, see Retention Planning Fact Sheet)

Yes
☐

No
☐

12a) If yes, indicate what specific steps you have taken.

- ☐ Requested the full funding needed to sustain re-deployment from your local governing body during budget negotiations for the fiscal year the grant period ends
- ☐ Applied for other non-federal funding sources (e.g. state grants) to support the redeployment achieved at the end of the COPS grants
- ☐ Sought additional law enforcement funds from private sources, including corporate, nonprofit, and foundation donations or grants
- ☐ Other (please explain) _____

12b) If no, please explain why not: _____

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FTE Calculation Examples

By Shift

If a civilian or piece of equipment saves 1 officer 3 hours per shift, then the FTE for that officer is calculated the following way:

- 1.) $3 \text{ (hours per shift)} \times 228^* \text{ (shifts a year)} = 684$
- 2.) $684 \text{ divided by } 1824 \text{ (1 standard federal FTE)} = 0.375 \text{ FTE's.}$

If 5 officers each save 3 hours per shift, then:

$$5 \text{ (officers)} \times 3 \text{ (hours per shift)} \times 228 \text{ (shifts per year)} / 1824 = 1.875 \text{ FTEs.}$$

By Week

A department is awarded a grant for 3 civilian positions. They estimate that as a result each officer of the 25 officers employed by the department will save 3 hours per week on administrative duties such as typing, filing, etc.

$$3 \text{ hours} \times 25 \text{ officers} \times 52 \text{ weeks} = 3900 \text{ hours saved} / 1824 = 2.1 \text{ FTEs}$$

By Report

A department is awarded a CAD/RMS system that they believe will save officers 15 minutes per report. Last year, the department wrote a total of 18,000 reports.

$$18,000 \text{ reports} \times 15 \text{ minutes} / 60 = 4,500 \text{ hours} / 1824 \text{ hours} = 2.5 \text{ FTEs}$$

By Arrest

A department is awarded an automated booking/fingerprint system that they believe will save officers 45 minutes per arrest. Last year, the department booked 4,500 suspects

$$4,500 \times 45 \text{ minutes} / 60 = 3,375 \text{ hours} / 1824 = 1.9 \text{ FTEs}$$

Redeployment: Redeployment occurs when sworn officers, currently employed by the grantee law enforcement agency, become available to participate in additional community policing activities as a direct result of the purchase of technology/equipment or the hiring of civilian support staff.

*This is the COPS Office standard for shifts per year for one officer.

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